

**APPLICATION FOR  
CONTRACTOR/SUBCONTRACTOR  
SUPPLEMENTAL  
PREQUALIFICATION**



**Department of Correction**  
**Howard R. Young Correctional Institution**  
**New Kitchen Addition – BID PAC C**  
**OMB/DFM Contract No. MJ3801000001**

## OVERVIEW

### INTRODUCTION

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Office of Management and Budget has established a two-step process for the prequalification of contractors and subcontractors that elect to bid on large public works contracts for which prequalification is specified by the contracting agency. The two-step prequalification process involves:

- 1) **General Prequalification** – The first step in the prequalification process that enables applicants to submit financial information and work/project history that the Department will use to assign one or more work classifications and bidding dollar limits. General prequalification remains valid for twelve calendar months from the time a contractor or subcontractor becomes prequalified by the Department.
- 2) **Supplemental Prequalification** – The second step in the process that enables prequalified contractors and subcontractors to provide a limited scope of information that is *specific to a single project*. Supplemental prequalification does not require resubmission of information provided to the Department as part of general prequalification.

### GENERAL PREQUALIFICATION

The prequalification classification issued by the Department, as part one of the prequalification process, is valid for a period of twelve months. It is the prequalified contractor's or subcontractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors or subcontractors of the impending expiration of prequalification.

The Department will maintain a registry of all contractors and subcontractors prequalified to bid on public works contracts. The registry will include the classification(s) of the contractor or subcontractor and the maximum contract dollar value(s) for which the contractor or subcontractor may submit a bid. This registry will be posted on the Division of Facilities Management's website at <http://dfm.delaware.gov/>. All other information submitted by contractors or subcontractors will remain confidential to the fullest extent allowed by law.

### SUPPLEMENTAL PREQUALIFICATION

For specific projects in which a supplemental prequalification is required (at the option of the contracting agency), the agency may require supplemental information that is specifically relevant to the public works contract to be bid. This request for supplemental information shall not duplicate the information requested by the Department during its general prequalification process. **You must be prequalified under a general prequalification in order to apply for supplemental prequalification.** However, an applicant may submit applications for both general and supplemental prequalification at the same time.

Upon completion of the Department's review of the prequalification information submitted by the contractor or subcontractor, a decision will be made to either approve or deny the prequalification. All contractors or subcontractors seeking prequalification will be notified of the Department's decision, in writing, within five days of such determination. Notice of the determination of this supplemental prequalification shall be made by the Department (or in the case of supplemental prequalification being administered by a school district, the school district itself), no less than 14 calendar days before the close of the project bid. Any contractor or subcontractor denied supplemental prequalification may request, in writing, a review of such decision with the Director. This request must occur within five working days of the contractor's or subcontractor's receipt of the Department's notice of denial.

## **GENERAL INFORMATION**

1. Copies of this Application for Contractor/Subcontractor Supplemental Prequalification may be obtained by calling the Division of Facilities Management at (302) 739-5644 (will be sent via U.S. Mail), or you may obtain the Application on-line by visiting our website at <http://dfm.delaware.gov/>.
2. You must be prequalified under a general prequalification in order to apply for supplemental prequalification. However, an applicant may submit applications for both general and supplemental prequalification at the same time. Copies of the Application for Contractor/Subcontractor Annual Prequalification may be obtained by calling the Division of Facilities Management at (302) 739-5644 (will be sent via U.S. Mail), or you may obtain the Application on-line by visiting our website at <http://dfm.delaware.gov/>.
3. Mail completed applications to:

Division of Facilities Management  
ATTN: CSAP Committee - Supplemental  
Project: HYRCI – New Kitchen – BID PAC C  
540 S. DuPont Highway, Suite 1  
Dover, DE 19901
4. Faxed applications will not be accepted.
5. Notice of approval or denial of prequalification will be made by the Department within five days of such determination by registered mail, certified mail or other legally valid method.
6. Any contractor or subcontractor who holds a valid prequalification classification shall report any material changes which could adversely affect the prequalification to the Department within ten days of the material change. This notification should come in the form of a letter on the contractor's or subcontractor's letterhead and be signed by an officer of the organization.
7. The Department will maintain a registry of all contractors and subcontractors prequalified to bid on large public works contracts. The registry will only include the contractor's or subcontractor's name, its classification(s) and maximum contract dollar value(s). A copy of the registry may be obtained by calling the Division of Facilities Management or by visiting our website at <http://dfm.delaware.gov/>.

### **Instructions and Information for Completing Application for Contractor/Subcontractor Supplemental Prequalification:**

- Complete all questions completely and accurately. Either type the information or print legibly. Submit one original copy.

**Office of Management and Budget  
Division of Facilities Management**

**Application for Contractor/Subcontractor Supplemental Prequalification**

**Project: HRYCI – New Kitchen Addition – BID PAC C**

**Part I:  
General Information**

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Delaware Business License Number: \_\_\_\_\_

Federal E.I. Number: \_\_\_\_\_

Have there been any material changes in your organization since you last submitted an application for annual prequalification?

No ☐      Yes ☐ (please explain)

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Material changes include, but are not limited to:

- Change in financial ability to perform a public works contract;
- Change in experience to undertake a public works contract;
- Failure to perform on prior public or private construction contracts;
- Breach of contract that indicates your firm may not be capable of performing the work or completing a large public works contract;
- Criminal convictions for fraud, misrepresentation or theft related to contract procurement;
- Debarment or suspension by any government agency that indicates your firm may not be capable of performing the work or completing a large public works contract;
- Revocation or suspension of license that indicates your firm may not be capable of performing the work or completing a large public works contract; or
- Bankruptcy proceedings that indicate your firm may not be capable of performing the work or completing a large public works contract.

Prequalification may be denied for any of the above reasons or other reasons as deemed appropriate by the Department. Also, failure to provide complete and accurate prequalification information as requested by the Department, or failure to report any material changes which could adversely affect the prequalification within ten days of the change, may be grounds for denial of prequalification.

**Part II:**  
**Contractor/Subcontractor Supplemental Prequalification**  
**New Multi-Purpose Facility**

<b>Classification</b>	<b>Estimated Contract Amount</b>
Security	\$4,300,000.00

**Qualifications for Contractors**

The Contractor must submit documented successful work experience for a minimum of at least three (3) facilities of equivalent size and technical requirements utilizing the technology proposed.

**Facility 1**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Occupancy by using agency: \_\_\_\_\_

Using agency's representative's name: \_\_\_\_\_

Using agency's representative's telephone number: \_\_\_\_\_

Construction Manager or General Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Information on the installed locations w/operational equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Facility 2

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Occupancy by using agency: \_\_\_\_\_

Using agency's representative's name: \_\_\_\_\_

Using agency's representative's telephone number: \_\_\_\_\_

Construction Manager or General Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Information on the installed locations w/operational equipment: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

## Facility 3

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Occupancy by using agency: \_\_\_\_\_

Using agency's representative's name: \_\_\_\_\_

Using agency's representative's telephone number: \_\_\_\_\_

Construction Manager or General Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Information on the installed locations w/operational equipment: \_\_\_\_\_

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### **Qualifications for System Integrators**

- A. The System Integrator must submit documented successful work experience for a minimum of at least three (3) facilities of equivalent size and technical requirements utilizing the equipment proposed to be used.
- B. Each System Integrator shall have no less than three (3) years of documented work experience on projects of equivalent size and similar scope, utilizing products provided by that contractor.
  - 1. "Experience" is defined as the completion of the specific system being provided, with that system being successfully operated by the Using Agency for its intended purpose for at least one year.
  - 2. In addition to the above "Experience" shall also be defined as the completion of modifications and renovations to any associated system being provided in any existing occupied facility of this size and magnitude.
- C. All System Integrators shall be (where required by jurisdiction) properly licensed by the governing municipality to provide the services and work of the specific system being provided.

### **Facility 1**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Occupancy by using agency: \_\_\_\_\_

Using agency's representative's name: \_\_\_\_\_

Using agency's representative's telephone number: \_\_\_\_\_

Construction Manager or General Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Information on the installed locations w/operational equipment: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

### **Facility 2**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Occupancy by using agency: \_\_\_\_\_

Using agency's representative's name: \_\_\_\_\_

Using agency's representative's telephone number: \_\_\_\_\_

Construction Manager or General Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Information on the installed locations w/operational equipment: \_\_\_\_\_

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### **Facility 3**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Occupancy by using agency: \_\_\_\_\_

Using agency's representative's name: \_\_\_\_\_

Using agency's representative's telephone number: \_\_\_\_\_

Construction Manager or General Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Information on the installed locations w/operational equipment: \_\_\_\_\_

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**This qualification statement must be signed by an officer/owner of the company.**

By \_\_\_\_\_  
( Printed Name )

\_\_\_\_\_  
( Title )

\_\_\_\_\_  
( Authorized Signature )

Date\_\_\_\_\_